



# CITY OF NEWPORT BEACH

## BUILDING DEPARTMENT

3300 NEWPORT BLVD.  
P.O.BOX 1768, NEWPORT BEACH, CA 92658-8915  
(949) 644-3275

### APPLICATION FOR CONDITIONAL OCCUPANCY AGREEMENT

1. Obtain approval from the Chief Building Inspector. He will then provide a completed "fee receipt."
2. Take "fee receipt" to City Cashier and pay **\$190.00** processing fee.
3. Obtain Electrical Inspector approval or final inspection. \_\_\_\_\_  
(Insp. Initials)
4. Obtain Fire Department's approval or final inspection. \_\_\_\_\_  
(Insp. Initials)
5. Obtain Structural Inspector approval. \_\_\_\_\_  
(Insp. Initials)

**NOTE: If granted, renewal fee is \$72.00**

### TO BE COMPLETED BY APPLICANT

To: Jay Elbetta, Building Department Director  
City of Newport Beach  
3300 Newport Blvd.  
Newport Beach, CA 92663

Job Address: \_\_\_\_\_

Building Permit Number: \_\_\_\_\_

State reason for requesting the **Conditional Occupancy Agreement**:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How much time will you need to complete the project: \_\_\_\_\_

Who will take responsibility to handle this matter to conclusion and will call for the final inspection?

\_\_\_\_\_  
(Name of Responsible Party) (Job Title) (Telephone Number)

\_\_\_\_\_  
(Signature of person who completed this form) (Date)